

Request For An Informal Conference

ATTENTION: Diane Guerra

Client Information

Date

Client Name (*print*)

Last 4 of SSN

Home Telephone

Work Telephone

Email Address

Current Address

City

State

Zip Code

I hereby request an informal conference because I disagree with Opportunity Home's decision regarding the determination:

- Of my annual or adjusted income and the use of such income to compute the housing assistance payment.
- Of the appropriate utility allowance for tenant-paid utilities from Opportunity Home's utility allowance schedule.
- Of my family unit size under Opportunity Home's subsidy standards.
- That my family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Opportunity Home's subsidy standards, or Opportunity Home's determination to deny my request for an exception from the standards.
- That my family failed to report income which resulted in an overpayment of Housing Assistance Payments by Opportunity Home

By signing below, I certify that the information above is true and complete. I understand that I must submit any evidence to Opportunity Home at least one day before my scheduled conference date. I also understand that I may request to review and/or make copies of documents in my Opportunity Home file up to one business day before my scheduled conference date.

Applicant Signature

Date

Opportunity Home will notify you of the outcome of this request within 10 business days from the date of the conference.

For Official Use Only

Approved

Denied

By

Date

Hearing / Review Date Scheduled For:

Date

Time